

BCI PROCEDURE
FOR RECREATIONAL LEAGUES

- ◆ All Leagues are required to submit a list of coaches two weeks prior to the commencement of the season, with verification that a background check was conducted for all those working directly with the children within the league. This includes, coaches, assistant coaches, umpires or referees, etc.
- ◆ Those programs which utilize the Town of Burrillville's BCI authorization form, must submit these forms to the Parks & Recreation Department within two weeks prior to the league season. Each individual authorizing background investigation must have their signature notarized.
- ◆ If a background check is not conducted, the individual cannot be involved with the program until one is completed and verified.
- ◆ Leagues who received notification from a police department that indicate a record, according to the criteria as set forth by the Recreation Commission, should notify the individual that they will not be able to participate within the program until the issue is resolved. This may require expungement, or individual in question, going to the police department involved for a copy of their record. At this time they may request a special meeting of the governing board for that sport and appeal the decision.
- ◆ Willful neglect of this policy will jeopardize funding and/or facility use.